

INSTRUCTIONS FOR SUBMITTING A FY2005 INITIAL APPLICATION PACKAGE

PART I - ADMINISTRATIVE INFORMATION

- Complete all required information
- Sign and Date

PART II - PERSONNEL

- Complete all required educational, employment and training information; and include all necessary documentary evidence in support of education, training and experience of laboratory personnel (transcripts, training course certificates, resumes, etc.).
- Submit Part II for ELCP and primary NELAP applications.
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the lead technical director, technical director and QA officer must be listed in Part II and submitted.

PART III - ANALYTICAL TESTING PARAMETERS

- Complete all required information

Enter an “A” for parameters in which your company would like to apply for primary NELAP or ELCP certification and circle the approved method(s) under the “Approved Method” section that your company will use for each indicated parameter.

For parameters where secondary NELAP accreditation is sought, enter the following information under the NELAP ID section of Part III:

Two letter code for the Primary State, page number on Accredited Analytical Testing Parameter List (AATPL) and the parameter line number on page (e.g. FL, p4, 15, which means that Florida is the Primary Accrediting Authority, that the parameter is on Page 4 of the Primary AATPL and that the parameter is on Line 15 of Page 4 of the AATPL). Page numbers and /or line numbers may have to be added by the laboratory.

NOTE: For Part III- Submit only pages on which you have entered information.

ANNUAL FEE PAYMENT

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your FY2005 Application. When calculating fees please refer to the enclosed fee schedule (N.J.A.C. 7:18, Regulations Governing the Certification of Laboratories and Environmental Measurements, Section 2.9). Please note that there are several combination fee categories that may apply.